

# FARMINGTON POLICE DEPARTMENT

## POLICY AND PROCEDURE



**Policy Number:**  
345-02

**Effective Date:**  
08/11/2016

**Subject:**  
Community Relations

**Approved by:**

A handwritten signature in black ink, appearing to read "S.D. Hebbe".

**Steven D. Hebbe, Chief of Police**



### PURPOSE:

To establish guidelines concerning the Department's community relations function.

### POLICY:

The Farmington Police Department is committed to establishing close ties with and responding to the needs of the community.

### PROCEDURE:

For law enforcement efforts to be effective they must have broad based community support. This support is based on the community's perception of police activities and how police programs serve community needs. Positive interaction between the community and the Department is necessary for the success of the Department.

**The community relations function includes the following activities:**

1. Planning, coordination and implementation of programs designed to improve community-police relations, and to create and foster community support for Departmental operations;
2. Development of programs designed to improve communication between the community and the Department, and to identify community concerns;
3. Foster Department wide enthusiasm, support and participation in Department sponsored community relations efforts.

**The Community Relations Plan provides for the following:**

1. Establishing liaison with formal community organizations and other community groups;
2. Developing community relations policies for the agency as a whole;

3. Publicizing agency objectives, problems and successes;
4. Conveying information transmitted from citizens' organizations to the agency;
5. Improving agency practices bearing on police-community relations;
6. Identifying training needs through interviews with citizen representatives, consultations with those involved in internal investigations and conferences with supervisors;
7. Establishing community groups where such groups do not exist.

The District Coordinator Sergeant and Community Relations Liaison are responsible for the coordination of the community relations function, and are supported by Training and District Coordinator Unit personnel.

All employees strive to meet the objectives of the Community Relations Function by attempting to serve the community with professionalism and concern for the citizens' needs and trepidations.

#### **Quarterly Report:**

A quarterly report is prepared by the District Coordinator Sergeant to include:

1. A description of current concerns voiced by the community;
2. A description of potential problems that impact law enforcement activities within the community;
3. A statement of recommended actions that address previously identified concerns and problems;
4. A statement of progress made toward resolving previously identified concerns and problems.

Any department member obtaining relevant information will submit a Referral Form for District Coordinator Unit to the District Coordinator Sergeant. The District Coordinator Sergeant will then include any action taken in addressing the concern in the Quarterly Report to be submitted to the Chief of Police.

#### **Citizen's Survey:**

The Farmington Police Department is committed to addressing actions, practices, and attitudes that may contribute to community concern and grievances. A Satisfaction Questionnaire is sent out once every three years to randomly selected citizens who have filed an incident report, have been issued a traffic citation or have been arrested. After the questionnaires are sent out, the data of those returned is tabulated and forwarded to the Administrative Captain. The survey addresses citizen attitudes and opinions concerning:

1. Overall agency performance;
2. Overall competence of Department employees;

3. Officers' attitudes and behavior toward citizens;
4. Safety and security within the Department service area as a whole;
5. Safety and security within the district in which the respondent lives;
6. Recommendations and suggestions for improvements.

Department policies and procedures reflect the needs expressed by the community and individual residents. Citizen input is always encouraged and suggestions and opinions are gathered in the following ways:

1. Triennial citizen surveys;
2. Voluntary participation and membership by Department members in civic organizations;
3. Community meetings attended by members of the Department;
4. Department platforms.